



OSAE Association Leadership Forum & Luncheon

Friday, Nov. 2, 2018
The Westin Columbus
310 S. High Street
Columbus, Ohio 43215

The **2018 OSAE Association Leadership Summit**, to be held, Friday, Nov. 2, 2018 at the Westin Columbus, is an opportunity for companies to appear directly before the association decision-makers who possess a direct need for the products and services they provide. The OSAE Association Leadership Summit was developed for association professionals in the senior staff areas of administration, communication, finance, government relations, marketing, meetings/exhibits, membership, publications and technology.

If your organization offers a product or service that can be utilized by those in the association industry, you need to exhibit at this event!

Exhibits will be open from 8:30 a.m. to 2:00 p.m. You should plan to set up by between 7:30-8:00 a.m. The Leadership Forum educational sessions will kick off at 8:30 a.m. with registration and the OSAE Fourth Quarterly meeting immediately following the sessions at 11:30 a.m.

The cost to exhibit is \$275 for OSAE members and \$340 for OSAE non-members. You will have a six-foot table on which to place your display. Fee includes luncheon registration for two (2) individuals. As exhibit space is *limited*, we encourage you to call (614) 824-4054 or email martha@osae.org to reserve your space today.

Exhibitor/Sponsor Registration Fee includes:

- One 6' skirted table
- Registration for two (2) for the monthly luncheon
- Recognition in the event materials & website

Exhibit Times:

8:30- 9:00 a.m.	Registration & Exhibitor Showcase
10:00-10:30 a.m.	Exhibitor Break
11:30 a.m.-12:00 p.m.	Exhibitor Break & Luncheon Registration
1:30-2:00 p.m.	Exhibitor Tear Down

Registration Information

1st Registrant: Name _____ Title _____

2nd Registrant: Name _____ Title _____

Organization _____

Address/City/State /Zip _____

Phone/Email _____

Exhibitor Registration Fee — \$275

Non-member Exhibitor Fee — \$340

Payment — Total Amount Enclosed: \$ _____ ☐ Check* ☐ MasterCard ☐ Visa ☐ Discover ☐ AmEx

Account # _____ Exp. Date: _____ 3-Digit Security Code: _____

Cardholder Name _____ Signature _____

*Please make checks payable to: Ohio Society of Association Executives

CANCELLATION POLICY: *Cancellations must be made in writing (email or fax is acceptable) and cannot be taken over the phone. Cancellations are effective as of the date of receipt. Any exhibitor cancelling booth space on or before Oct. 19, 2018 will receive a full refund. Any exhibitor cancelling space between Oct. 22 - Oct. 26, 2018 forfeits 50 percent of the total rental cost for each booth requested. Any company cancelling after Oct. 26, 2018 forfeits the entire booth rental fee (no exceptions). Any exhibitor cancelling with a balance due is responsible for paying the remainder in full within 30 days of the cancellation.*

Please complete this form and return with payment to OSAE:

OSAE, 1335 Dublin Rd., Ste. 224-A, Columbus, Ohio 43215
Phone: (614) 824-4054 Fax: (614) 824-4117